BUSINESS OBJECTS WORKGROUP
AGENCY SECURITY ADMINISTRATORS
MAY 22, 2008

AGENDA

1. **Welcome**

2. **Office Transition**

3. **Business Objects XI (Art & April)**
   - **Reminders: old reports in new version, sign on to Infoview first time**
   - **Sending reports to others in XI**
   - **Saving reports on network (rather than C: drive)**
   - **New Class from OFM Helpdesk**

4. **ClearAccess – B.O. report conversions (Randy & April)**

5. **Security Monitoring (April)**
   - **Audit Report: Payments that Bypassed the State Vendor File and/or Treasury Offset Process**
   - **OAG review of security assignments / forms**
   - **SEC 19 – RStars Users Authorized for Direct Disbursements**
   - **SEC 11 – ADPICS Users with Exception Processing Capabilities**
   - **SEC 31 – RStars User Class 47-48-49 Transactions**

Session Notes

The following is a summary of the materials covered in the B.O. Workgroup meeting:

Office Transition

OFM's Security Management and Audit Analysis section (SMAA) is being reorganized in conjunction with the Internal Audit consolidations. Audit functions that were performed within the section are now part of the Office of Internal Audit Services (OIAS) within the State Budget Office. Bryan Weiler, Tim Kubu, and April Malinowski have been transferred to OIAS. Cindy Liu and Marj Smith will retain the security management duties and are not assigned to the OFM Help Desk area under the direction of Jane Paxton. The monthly business objects workgroup sessions will also transfer to Jane Paxton's area. Cindy Liu will be taking over the security duties that have been previously handled by April Malinowski.

Jane and Cindy will be working on the workgroup schedule so please check the website for meeting notes and dates for future sessions.

Business Objects XI

Everyone should have the new version of Business Objects loaded onto their computers. Make sure that you are able to sign into the new version. If you have any problems with your login, please contact Art Lower at 335-6774.

Also, be advised that you will no longer be able to access Business Objects 5.1.7 after 7/6/08. The application will no longer reside on SOM servers after that date. Although there is no conversion process involved in using queries created in B.O. 5.1.7 in B.O. XIR2, special care needs to be taken when saving the queries after use, particularly when groups within an agency use the same queries. This issue and others are addressed in the "What's New in Business Objects XIR2" class offered through OFM training.

Reminder, when you open a report in the new version (XI) and <u>save the report in the new version</u>, you will no longer be able to open that report in the old version.

<u>Sending reports to others using B.O. XI</u> can be done using Desktop Intelligence. An email can be generated which will attach reports. Remember to set the report up to refresh when opened so that the receiver's security privileges can be applied to the document. This ensures that information normally not available to the receiver remains restricted by their security privileges.

When <u>saving documents</u> you should change your default setting for your file "save" location to a place on the network drive rather than your hard drive. The network

is backed up daily and if your computer has not yet been migrated to M1--you will loose all your reports if they are saved on your hard drive.

OFM is offering a new B.O. class "What's New in Business Objects XIR2". This course walks users through the changes between the current B.O. version and the XI version that we will all need to convert to very soon. We would encourage all ASA's to sign up for this class, as well as the other B.O. courses offered. All OFM courses are free of charge.

Clear Access report conversions

 Randy is continuing to work on converting ClearAccess reports to Business Objects. His main focus will be to ensure that corporate documents are up and running in the new version of B.O.   If you have any queries that you need help converting, please get with Randy as soon as possible.

We will keep you posted on the progress and thank you for your patience.

Security Monitoring

Audit Report Issued: We have now completed our review of the UC 47/48/49 transactions. The audit report is titled "Payments that Bypassed the State Vendor File and/or Treasury Offset Process". Officially the report was issued from the Office of the State Budget.   You can locate the report on the State Budget Office website in the Office of Internal Audit Services. I would encourage you to review this report and compare our findings to your daily security monitoring work.

We visited 4 departments to complete our review. These are a summary of our findings:
1. Agencies did not regularly perform the required internal monitoring of payments that bypassed the State Vendor File and/or Treasury offset process.
2. Agencies did not periodically review the propriety of user class assignments to individuals, and therefore did not identify individuals in a timely manner that no longer required this specific security.
3. Agencies did not always obtain pre-approval from OFM or Treasury for specific payments to bypass the State Vendor File and/or Treasury offset process, or had expanded their use of this privilege beyond the original approval.
4. Some agencies periodically used comptroller object coding in MAIN that neither OFM nor Treasury had approved.
5. Agencies did not always maintain complete source documents to support the appropriateness of payments.

Areas for improvement are also noted in the report for your review.

<u>OAG review of security assignments:</u> We have been contacted by several ASA's that the OAG is now reviewing security assignments and approval forms when they are conducting their audits. Although we (SMAA and ASA's) work hard at ensuring that all forms are properly completed and retained, there have been instances where older approval forms have not been on file. Please make sure that you have the proper forms on hand for the OAG when they come to your department. Also, if you are missing a form, please contact Marj Smith as she maintains the master files.

<u>SEC 19 – RStars Users Authorized for Direct Disbursements:</u> We reviewed this report to show the modifications that have been made.

The report now show's any users with UC 47, 48, 49 and 78 assignments. This should be monitored to ensure that individuals still need access. These are higher risk user class assignments.

Note that if your agency does not have any users assigned to the user classes, the class will not show on the report.

<u>SEC 11 – ADPICS Users with Exception Processing Capabilities:</u>
This report identified users with exception processing capabilities for UC 11 and having the doc/doc type of IV/IV. These should be monitored on a regular basis to ensure that the assignment is still valid for users.

The workgroup had questions related to this report. It would be helpful if the report indicated what the doc / doc type IV/IV was incompatible with and any other possible incompatibilities. Cindy will work with the Randy and several of the ASA's for possible enhancements to the report.

<u>SEC 31 – RStars User Class 47-48-49 Transactions:</u>
This report identifies the specific transactions that have been processed using UC 47, 48, or 49. The report provides the user ID as well as the transaction code and comptroller object code. These transactions should be reviewed on a monthly basis. ASA's will need to compare their specific use approval letters from OFM / Treasury against the specific transactions to ensure that the department is properly using its approval. If improper use and/or improper comptroller object codes and transaction codes are identified, the ASA should work with the department to correct the problem. The ASA should also periodically review the supporting documentation to a sample of the transactions to ensure that the department is in compliance with their approved usage.